

## PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A meeting was held on **March 20, 2014 at 5:15 p.m.** at the **Brown County Central Library, 515 Pine Street, Green Bay, WI**

**PRESENT:** KATHY PLETCHER, CARLA BUBOLTZ, DON CARMICHAEL, BOB NIELSEN, VICKY VAN VONDEREN and TERRY WATERMOLEN, and CHRISTOPHER WAGNER

**EXCUSED:** TIM NIXON and JOHN VAN DYCK

**ALSO PRESENT:** Lynn Stainbrook, Lori Denault, Sue Lagerman, and Curt Beyler (staff)

**CALL TO ORDER** President Kathy Pletcher called the meeting to order at 5:15 p.m.

### **CONSENT ITEMS**

**a. Approve/modify agenda** There were no changes to the agenda.

**b. Approval of minutes Motion** by D. Carmichael, seconded by C. Wagner, to approve the February, 2014 minutes. **Motion carried.**

### **COMMUNICATIONS AND OPEN FORUM FOR THE PUBLIC**

No one was present to address the Board.

### **STRATEGIC PLAN – REPORT FROM PUBLIC LIBRARY ASSOCIATION CONFERENCE**

A PLA highlights report from L. Stainbrook, L. Denault and S. Lagerman was distributed.

### **LIBRARY BUSINESS**

**a. Information Services Report** L. Stainbrook spoke about an initiative that would move the library's integrated library system (ILS) from the county's servers to a cloud environment. BCTS has been receptive of this idea. A demonstration of the cloud took place at the recent Public Library association conference. K. Raye (BCTS) and L. Stainbrook discussed this opportunity with the County Executive and reviewed the advantages of moving to the cloud which include potentially offsetting future chargebacks from the county; reducing the county's cost for servers purchased for redundancy; a reduction in BCTS' overhead; and overall savings to the county as a whole. The Manitowoc/Calumet System switched and saw significant savings in staff time. The County Executive was very positive about this initiative. Moving in this direction would create a seamless environment and since the library is under contract with this vendor this transfer would be considered a sole source software upgrade. This move ultimately saves money for the library, the county and the taxpayers. L. Stainbrook sent a follow-up message to the County Executive and is waiting for a response. The Library Board would at least like a verbal commitment. Prices can be locked in once a commitment is made. The time is right as the 2015 budget planning process will begin soon. This wouldn't immediately reduce BCTS chargebacks because of the formula that is used to calculate them but it could be first step. It has been mentioned that BCTS is in the early stages of discussing modifying the chargeback formula.

Regarding other technology issues, B. Nielsen questioned the system slowness. BCTS is trying a variety of fixes including changing the time schedule for backups since a full back up is run every 3 or 4 hours and transactional backups already occur. Full backups aren't generally run during open hours because everything can shut down. B. Nielsen commented that Schreiber has a lot of AV equipment that isn't moving to their new location and maybe a donation to the library could be made. The purpose of the Bookmobile camera is for the safety and protection of the Bookmobile Operator.

**b. Financial Manager's report, bills and donations Motion** by T. Watermolen, seconded by C. Wagner, to approve the December, 2013 financial statements and December, 2013 Gifts, Grants and Donations as follows:

#### **Gifts & Donations**

12/01/13	Central Donation Box (various donors)	38.98	Children's Garden
12/05/13	Friends of Brown County Library	27.43	Continuing Education
12/05/13	Friends of Brown County Library	95.00	Logo
12/05/13	Daniel & Marilyn De Witt - In Memory of James Davie	50.00	Adult Materials
12/05/13	Nancy L. Stimart	1,000.00	Children's Garden
12/12/13	Western Governors University	2.00	Children's Garden
12/19/13	Rhoda Esson	500.00	Large Print Materials
12/19/13	Michael & Susan Smullen	1,000.00	Kress Children's Materials

12/19/13	Joanne M. Burns	100.00	Central & Kress Materials
12/19/13	Maurice & June Robinson Family Foundation	3,000.00	Children's Garden
12/26/13	BayCare Neurosurgeons	190.00	East Materials
12/26/13	Friends of Brown County Library	39.99	East Programming
12/31/13	Dennis Keyzer	60.00	Cellcom Garden
			Ash. Projector & Mounting
12/31/13	Friends of Brown County Library	684.68	Eq.
12/31/13	Friends of Brown County Library	94.46	Wrightstown Programming
12/31/13	Branch Buddies of Brown County Library	150.00	Santa Visits
12/31/13	Branch Buddies of Brown County Library	381.39	Weyers-Hilliard Programming
12/31/13	Branch Buddies of Brown County Library	89.40	Southwest Programming
12/31/13	GGBCF/PMI Foundation Fund	7,500.00	Cellcom Garden Walkway
12/31/13	Friends of Brown County Library	121.25	Denmark Programming
12/31/13	Branch Buddies of Brown County Library	109.96	Jerry Apps Program
12/31/13	FBCL/Wrightstown Area Library Committee	7,100.55	Wri. Operating Expenses
12/01/13	Ashwaubenon	164.82	Donation Box
12/01/13	Bookmobile	15.98	Donation Box
12/01/13	East	53.39	Donation Box
12/01/13	Weyers/Hilliard	30.42	Donation Box
12/01/13	Central Circulation		Donation Box
12/01/13	Kress	50.19	Donation Box
12/01/13	Pulaski	10.50	Donation Box
12/01/13	Southwest	22.71	Donation Box
12/01/13	Wrightstown	30.16	Donation Box
	Total Donations	<u>\$ 22,713.26</u>	

#### Federal & State Grants

12/19/2013	Department of Public Instruction	\$ 250.00	Growing Readers Grant
12/31/2013	Nicolet Federated Library System	8,061.66	Collection Development
	Total Grants	<u>\$ 8,311.66</u>	

#### Motion carried.

c. **Approve Carryover Funds Plan** A prioritized list of projects that would be funded with carryover funds was presented. L. Stainbrook explained the projects and their justification. L. Stainbrook would like Library Board approval for the carryover plan, totaling approximately \$333,000. Costs are expected to fluctuate. T. Watermolen asked about the ROI on carryover projects. C. Beyler responded that some paybacks could be calculated on some items. The objective would be to proceed in orderly fashion and prepare for potential shortages at year-end. A reserve account will stay in fund balance and those monies could be moved to another account if necessary. V. Van Vonderen asked if there was line item detail for fund balance activity. L. Denault explained that a balance sheet could be set up going forward but we would have to talk to the county about existing accounts. Any transfer would require a budget adjustment and board approval. For clarification, carryover is defined as the bottom line – leftover budget savings that carry over to 2014 to be spent as determined. Motion by V. Van Vonderen, seconded by D. Carmichael to accept the carryover funds planning document. Motion carried.

d. **Facilities Report** The 2014 Library Facilities Maintenance Plan was reviewed. This report lists maintenance items that are complete, others that still need to be completed, and future projects. Some future bonding projects originated from the 2009 Boldt and General Energy audits. K. Pletcher and J. Van Dyck have raised questions about the county's unspent \$1.3M bonded funds – particularly in relation to the library's master plan. It was agreed to request that the Ed & Rec committee pursue further inquiry. Maybe a team/task force/working group including library staff could be formed after the April 1<sup>st</sup> election to start talking about it and perhaps include someone from Mayor's office who is familiar with block grants and ADA. K. Pletcher reported that, at the Ed & Rec committee meeting, Ed & Rec members agreed that the Central Library would not co-locate with the Neville Public Museum. Supervisor John Vander Leest moved to place the report and recommendation from the co-location Task Force on file and the Ed & Rec committee approved unanimously. There were no additional questions and a motion by C. Buboltz, seconded by D. Carmichael, was made to approve the Library Facilities Maintenance Plan for 2014. Motion carried.

e. **Approve Annual Report Motion** by T. Watermolen seconded by D. Carmichael to approve the 2013 Annual Report. **Motion carried.**

f. **Approve Summer hours – Denmark Branch Motion** by T. Watermolen, seconded by D. Carmichael to approve the Summer Hours, effective May 27 – September 1, 2014, for the Denmark Branch Library as follows:

Monday – Tuesday: 9:00 a.m. – Noon and 3:00 – 7:00 p.m.

Wednesday – Thursday: 9:00 a.m. – 1:00 p.m. and 2:00 – 6:00 p.m.

**Motion carried.** C. Buboltz reminded that it was time to set up the annual meeting with the Denmark School administrators.

#### **NICOLET FEDERATED LIBRARY SYSTEM**

a. **Monthly update** A meeting was not held.

**OLD BUSINESS** None.

#### **PERSONNEL**

a. **Approve Change in Table of Organization Motion** by T. Watermolen, seconded by B. Nielsen, to approve the following changes to the Table of Organization:

**The Library Director recommends that the Library Board alter the Table of Organization by removing the Bookmobile Driver from the Public Services Department and add an Outreach Coordinator position supervised by the Communications and Programs Manager.**

**The Library Director recommends that the Library Board delete the contracted security staff from the Facilities Manager's direct oversight and add the security staff to the Head of Reference's responsibilities.**

There is not any impact to personnel costs. **Motion carried.**

These table of organization changes were approved at the March 20, 2014 Library Board meeting in accordance with Wisconsin Statutes 43.58(4), and reported to the Education & Recreation Committee on April 3, 2014 as part of the Director's Report and attached to the meeting minutes.

b. **Approve gift cards for Staff who Developed Job Factors Motion** by D. Carmichael, seconded by V. Van Vonderen to approve gift cards for staff that developed job factors. **Motion carried.**

c. **Approve Deputy Director Salary and Benefits Motion** by D. Carmichael, seconded by T. Watermolen to approve the compensation package for Kimberly Young that includes an annual salary of \$65,053 and benefits. **Motion carried.**

**PRESIDENT'S REPORT** K. Pletcher mentioned the letter that was sent to staff regarding class and compensation plan. A follow-up to this letter is also planned. C. Buboltz stated that she heard a compliment about the transparency of the whole Class & Comp process. T. Watermolen complimented the letter K. Pletcher sent to the County Executive about the library's accomplishments. Kathy passed the photo of V. Van Vonderen holding the United Way Community Impact Award around. It was used in the County Executive's State of Brown County address.

**DIRECTOR'S REPORT** The groundwork has been laid with the Work Rules Committee, Administration and Department and Branch Heads regarding the pay increases. Employees who may have questions or concerns will be encouraged to talk with their supervisor. C. Wagner commented that the "Evening in Tuscany" event was very nice. The Wrightstown Committee that organizes this event deserves many thanks for their hard work. The event raised over \$10,000 to support the Wrightstown Branch Library. The Denmark Branch/High School open house had over 200 people attend.

**CLOSED SESSION PURSUANT TO WIS. STAT. § 19.85(1)(c)** for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility – staff compensation and performance objectives for Director. **Motion** by D. Carmichael, seconded by C. Wagner to move into closed session. Aye: C. Buboltz, D. Carmichael, C. Wagner, V. Van Vonderen, T. Watermolen, and K. Pletcher. Nay: none. **Motion carried.**

**RETURN TO OPEN SESSION Motion** by T. Watermolen, seconded by V. Von Vonderen, to return to open session. Aye: C. Buboltz, D. Carmichael, C. Wagner, B. Nielsen, and K. Pletcher. Nay: none. **Motion carried unanimously.**

#### **APPROVE ANY ACTION THAT MAY HAVE BEEN RECOMMENDED IN EXECUTIVE SESSION**

**Motion** by D. Carmichael, seconded by C. Buboltz, to approve the 2014 Classification and Compensation Plan; compensation adjustments for current employees will be retroactive to January 1, 2014. **Motion carried unanimously.**

**SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW**

C. Wagner expressed appreciation to the Library Work Rules Committee, Library Director and the Personnel Committee for their excellent work on the classification and compensation plan

None.

**ADJOURNMENT**

**Motion** by D. Carmichael, seconded by C. Buboltz, to adjourn the meeting. **Motion carried.**

The meeting adjourned at 8:05 p.m.

**NEXT REGULAR MEETING**

**April 17, 2014**

**Central Library**

**515 Pine Street, downtown Green Bay**

**5:15 p.m.**

Respectfully submitted,  
Dr. Christopher Wagner, Library Board Secretary  
Sue Lagerman, Recording Secretary